

MOORPARK COLLEGE
Facilities/Technology – Committee on Accreditation and Planning
(T-CAP/F-CAP)
MEETING MINUTES

Wednesday, November 20, 2013 | 1:15-2:30 p.m., A-138

POSITION	NAME	ATTEND	DIVISION	FACULTY NAME	ATTEND
Co-Chair: Vice President, Business Services	Iris Ingram	X	Mathematics & Physical Sciences	Kahroline de Passero	X
Co-Chair: Academic Senate Representative	Martin Chetlen	X		Tom Ogimachi	X
				Michael Walegur	X
Academic Senate President, ex officio	Mary Rees	X	Behavioral & Social Sciences	Kari Meyers	
Deans	Julius Sokenu Inajane Nicklas	X X		Jack Miller Lee Ballestero	X
Business Services	John Sinutko Darlene Melby Todd Hampton	X X	Enrollment Services, Health & Life Sciences	Christina Lee Brenda Woodhouse Audrey Chen	X
Associated Students Representative	Andrew Anderson Malik Sanders (alt.)	X	Business, Languages & Learning Resources	Hart Schulz	X
Guests	John Dobbins	X		Faten Habib	X
	Audrey Chen	X	Performing Arts & Student Life	Kara Lybarger-Monson	
				Traci Allen	X
				Nathan Bowen	
			Visual Arts & Applied Sciences	Dena Stevens	
				Howard Davis	X
				Gerry Zucca	X
				Ashley Chelonis	X

TOPIC	ACTION
1. WELCOME and INTRODUCTION	Meeting called to order at 1:18 p.m.
2. Approval of Minutes October 16, 2013 meeting	Minutes approved with changes.
3. INFORMATION/REPORTS ➤ IT UPDATE – Mr. Todd Hampton Mr. Hampton told the committee that the campus wide internet is slow and they have to reboot the firewall system in order to fix the problem. Doing that would take down the internet for approximately 10 minutes. They will be rebooting tonight at 11 p.m. IT has been having multiple wireless problems including Macbook Pro connecting problems but they have all been addressed. District IT is looking to do a complete update on internet soon. Lync installation (phones) will be ramping back up on campus to complete the phone installations with the intentions of being completed by early next spring. Trainings will then be available. IT is evaluating Windows 8.1 in virtual space right now and it will be installed eventually only on student computer not staff. A student VCCCD application is coming out soon. Ashley will talk about it more at the next meeting. Co-chair Chetlen added that the Strategic Technology Plan is being updated and that Dave Fuhrmann wants to solicit campus help to rewrite it. Co-chair Chetlen will send it to Conni to send out to the committee. He would like the committee to look over it and think about how this committee would like the technology to look here on campus in the next 5 years.	

<p>➤ INSTRUCTIONAL TECHNOLOGY – Ashley Chelonis Ms. Chelonis told the committee that Desire to Learn is moving to a 10.3 version that should fix some of the minor problems that the current version has. It will also have little improvements in the version like options to make templates. The Lync integration is not compatible with the current version be IT is hopeful that the new version will be compatible. The new version also contains a type of facebook application called Wigio so that might help virtual classrooms better communicate in a social network type of environment that students today are familiar with. The 10.3 test system is up if you want to try the environment before it gets implemented.</p> <p>➤ Facilities Projects – Mr. John Sinutko</p> <ul style="list-style-type: none"> ○ <u>Parking Structure</u> is ahead of schedule and should be completed in January. ○ <u>Fountain Hall</u> should make the January 6th rollout. There is a potential problem being worked on but Mr. Sinutko is confident that it will not affect the first week of spring classes. ○ <u>EMS upgrade</u> project bid was last Thursday. It will be an 8 month project. ○ Open bids on Monday to repair work on EATM and the deck on the LMC building. This work will be done over winter break. ○ Prop 39 application has been accepted by the state and we will see money in December. This will pay for energy efficiency projects such as converting lights in the parking lots LED lighting. <p>➤ TRAWG Update – Co-chairs Julius Sokenu and Kahroline Di Passero Ms. Di Passero told the group that the workforce met and started to review the IT service level agreement They are in need of the IT program request list.</p> <p>FRAWG Update - Co-chairs – Inajane Nicklas and Gerry Zucca Ms. Nicklas told the committee that they are waiting for facilities program request list in order to fulfill membership and have their first meeting. Ms. Nicklas asked if those interested in working on this group to stay after this meeting today in order to establish membership.</p> <p>➤ Facilities Master Plan Task Force – Co-chairs – Howard Davis and John Sinutko Iris let everyone know that if they are not already on a workgroup, they should consider joining this task force and let the co-chairs of their departments know about it.</p> <p>4. Master Plan Timeline/RFP/RFQ Update – John Sinutko Mr. Sinutko told the committee that he is expecting to see 8 proposals from architectural firms by November 22nd when they are due. He is looking to review those proposals on the week of December 2nd. A “Y’all Come” planned for December 3rd which will be the first conversation campus wide of how we are going to look like in the next 7-10 years. Students are welcome and encouraged to attend.</p>	<p>Mary Rees said she will follow up with Lori Bennett to get TRAWG and FRAWG the program review request lists.</p> <p>Conni will post on the student portal</p>
<p>5. Smart Classroom Process This item was brought forward from last meeting. This is a separate prioritization process from technology and facilities program reviews. Everyone was charged to look at the PowerPoint and comment on it.</p>	<p>A motion to adopt the process so that IT can move forward was approved as recommended by this committee</p>
<p>6. ADJOURNMENT</p>	<p>The meeting was adjourned at 2:24 p.m.</p>

Facilities and Technology - Committee on Accreditation and Planning

- *The Facilities and Technology Committee on Accreditation and Planning makes recommendations on college-wide planning and accreditation issues related to facilities for educational programs and student service and those related to campus instructional and administrative digital technology. Monitors the implementation of Standard 3B & 3C of the self-study relative to facilities.*

RECOMMENDING STRUCTURE	CHARGE AND SOURCE OF AUTHORITY	MEMBERSHIP
<p>FACILITIES AND TECHNOLOGY– Committee on Accreditation and Planning (F-CAP/Tech-CAP)</p> <p><i>Committee of Academic Senate</i></p>	<p>The committee recommends funding for technology based on a general allocation guideline that assumes budget stability or growth. As a rule of thumb, the committee recommends an allocation of a minimum of 30% of the college’s total instructional equipment funding assigned each year to technology equipment, software, and hardware. The accreditation component under the purview of the Facilities and</p>	<p>Co-Chairs</p> <ul style="list-style-type: none"> • Vice President of Business Services • Faculty member appointed by the Academic Senate Council and is, therefore, a member of the Academic Senate Council <p>Members</p>

	Technology Committee on Accreditation and Planning is the development of plans to address any self-study advisement or visiting team recommendation that refer to facilities and/ or the needs of digital technology for students, faculty, and staff.	<ul style="list-style-type: none"> • Three faculty members from each Student Learning Division appointed by the Academic Senate Council • Two Deans selected by the Executive Vice President • Three Business Service representatives selected by the Vice President of Business Services • One student appointed by Associated Students
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